

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

**AIR EDUCATION AND TRAINING COMMAND
INSTRUCTION 38-201**

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Manpower and Organization

***AIR FORCE RECRUITING SERVICE
OPERATIONAL ORGANIZATION***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 38-2, Manpower, and AFI 38-201, *Determining Manpower Requirements*. It establishes procedures for transfer of manpower authorization within Headquarters Air Force Recruiting Service (HQ AFRS), the four recruiting groups, and all recruiting squadrons. It also tells how to complete and submit AETC Form 1399, **AF Recruiting Service Authorization Change Request**.

SUMMARY OF REVISIONS

This revision updates organization (USAFRS to AFRS) and office symbols; deletes requirement for a directory of recruiting locations; and revises AETC Form 1399 and the processing and completion instructions for the form.

1. Organization and Manpower. The basic organizational structure consists of sufficient recruiters, offices, military entrance processing stations (MEPS), flights, squadrons, and groups to accomplish the Recruiting Service mission. When circumstances require Recruiting Service authorizations to be moved, an AETC Form 1399 with supporting documentation must be submitted to HQ AFRS, Support Division (RSS) for approval. Unsubstantiated or convenience moves to accommodate personal desires are prohibited. Authorization moves should be cost-effective and coincide with good facility planning while reacting to present and future production needs.

2. Request to Change Organizational and Manpower Authorizations. Use AETC Form 1399 to request organizational and manpower authorization changes. Submit the form to reach HQ AFRS Manpower and Plans (RSSXM) at least 120 days before the proposed effective date. (Take into consideration internal processing time.) However, actions involving a civilian authorization should be submitted at least

150 days before the proposed effective date with a civilian personnel form, SF52, **Request for Personnel Action**. Squadrons must send AETC Form 1399 with supporting documentation/form through their group, which, in turn, submits it to HQ AFRS/RSSXM. An approved AETC Form 1399 should precede projected facilities actions. Resource commitments (moving personnel, signing leases, and obligating funds) will not be accomplished until the AETC Form 1399 has been approved by HQ AFRS/RSS. Completion and submission of AETC Form 1399 is required for all manpower actions, to include relocation actions within the same city. The squadron/group personnel branch is responsible for maintaining the unit manpower documents (UMD) and completing and maintaining the Forms 1399. However, a coordinated effort by all squadron/group staff functions (for example, operations provides production and market justification, logistics provides necessary real estate information, system administrator provides necessary information regarding computer resources, etc.) is critical to this process.

3. Procedures for Completing and Submitting AETC Forms 1399. Submit an original and one copy of AETC Form 1399, including all supporting documents. A SF52 must be submitted with the AETC Form 1399 if action involves a civilian position. An incomplete AETC Form 1399 will be returned without action. Complete the form according to [Attachment 1](#):

4. Processing Procedures. HQ AFRS/RSSXM will coordinate each AETC Form 1399 it receives and approves with applicable headquarters staff functions. A copy of each AETC Form 1399 returned from the AETC agency will be provided to the appropriate group and squadron for documentation/filing purposes. Requests that are disapproved by HQ AFRS/RSS will be returned to the appropriate group and squadron with accompanying rationale.

5. Related Requirements. Refer to AETCI 32-9002, *Real Estate Support for Recruiting Facilities*, for procedures pertaining to real estate related matters.

6. Forms Prescribed. AETC Form 1399.

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AFRS Vice Commander

Attachment 1**INSTRUCTIONS FOR COMPLETING AETC FORM 1399***Block Entry*

- 1** Requesting squadron, squadron control number, and squadron coordination. A control number should be assigned to each AETC Form 1399 initiated by the individual squadrons; for example, an AETC Form 1399 initiated by the 311 RCS--the control number should be 01, the control number on the next AETC Form 1399 initiated by the 311 RCS should be 02. Each squadron assigns its AETC Forms 1399 a control number starting with 01.
- 2** Signature and recommendation (approval/disapproval) of squadron commander and date forwarded to group.
- 3** Requesting group, group control number, and group coordination. A control number should be assigned to each AETC Form 1399 initiated by the individual groups; for example, an AETC Form 1399 initiated by the 360 RCG--the control number should be 01, the control number on the next AETC Form 1399 initiated by the 360 RCG should be 02. Each group assigns its AETC Forms 1399 a control number starting with 01.
- 4** Signature and recommendation (approval/disapproval) of group commander and date forwarded to HQ AFRS/RSSXM.
- 5** Requesting HQ AFRS division, signature, and recommendation (approval/disapproval) of division chief (used only when a request is initiated from HQ AFRS level) and date forwarded to HQ AFRS/RSSXM. HQ AFRS/RSSXM will assign a control number for all AETC Forms 1399 initiated from HQ AFRS level.

Items 6 through 9 are initiating agency justification. (If additional space is required for justification, use AETC Form 1399 continuation sheet or plain bond paper.)

- 6** Initiating agency system administrator signature and justification/impact on action being requested. Justification must include whether sufficient computer resources are available to accommodate action requested; if not, indicate where and how computer resources will be obtained. System administrators should describe all the resources needed that are not available and the estimated total cost.

- 7 Initiating agency personnel noncommissioned (NCO) signature and justification/impact on action being requested. Justification must include whether position is vacant or filled. If position is military and vacant, indicate whether or not an inbound has been projected for that position. If position is filled, indicate if action will require a permanent change of station (PCS) move or time-on-station waiver for current incumbent. If position is a civilian position and is filled, state whether or not the civilian employee is planning on moving with the position. In the justification, include the home addresses of the personnel impacted by the proposed action. Information will be used to help ensure commute time and quality of life are not negatively impacted by the proposed action. **NOTE:** A civilian employee who is not moving with the position must be given 60 to 90 days notice by the servicing civilian personnel office before the authorization is moved.
- 8 Initiating agency logistics NCO signature and justification/impact on action being requested. Logistics NCOs should ensure action being requested is on their *approved* real estate program. Real estate justification must include approximate mileage of move, estimated costs involved with the proposed move (real estate cost, personnel cost, communication cost, etc.), and whether or not the office will be closed. If the leased space cannot be terminated, provide plans for the disposition of the office space. Also, indicate whether additional vehicle will be required for proposed move and any other pertinent information or rationale for proposed action.
- 9 Initiating agency operations NCO signature and justification/impact on action being requested. When applicable, provide at least 12 months of production statistics to include schools/market data for each office involved. Include in justification block each recruiter's current and proposed zone by county/ZIP Codes. Where flight, zone, and (or) market structure do not change, so state. Ensure justification explains how requested action will maximize production potential for affected recruiting zones. When applicable, attach maps showing the area's current and proposed configurations of affected zones. Show how recruiting offices affected will be zoned to support authorized recruiters if the request is approved.
- 10 Obtain this information from the UMD. Squadron/group personnel recommend numbers for new offices; however, final approval authority of numbers for new offices is HQ AFRS/RSSXM.
- 11-13 List the complete current address, city, and nine-digit ZIP Code. If available, list address, city, and ZIP Code for the proposed location.
- 14 Obtain personnel accounting symbol (PAS) code from UMD, using the last four digits only. If the office already exists, a PAS code is available. If the office is relocating within the same city, the PAS code remains the same for the new location. If the office is relocating to a new city, enter "new" under PAS code for the new location.
- 15 Obtain the functional account code (FAC) from the UMD.

- 16 Obtain the organizational structure code (OSC) from the UMD.
- 17 Obtain the Air Force specialty code (AFSC) from the UMD.
- 18 Obtain the authorized grade from the UMD; i.e., COLONEL = COL; LT COLONEL = LTC; CMSGT = CMS; SMSgt = SMS; MSgt - MSG. For civilian positions, use "CIV."
- 19 Obtain the position number from the UMD (list the complete position number).
- 20 Enter the date the requested action is to be implemented if approved. Use the fiscal-year-then-quarter format; for example, 4th quarter 1993 would be listed as "934."
- 21 Obtain information from the UMD. The OSC on the UMD will identify the program type of the position. First-line entry for a proposed action is the current location of the authorization. Use a minus (-) on the first-line entry indicating where the position currently is located with a program type identifier. [Table A1.1.](#) lists program type identifiers for field recruiter positions. No program type identifiers used for AFRS headquarters, group, and squadron headquarters positions. The second-line entry is the proposed action and location for the authorization. Use a plus (+) on the second-line entry indicating where the authorization is proposed to be moved. Again, identify the authorization program type, if applicable.

Table A1.1. Program Type Identifiers.

LINE	A	B	C
	OSC	Type	Identifier
1	RSRA	Enlisted Position = Nonprior Service (NPS) Flight Supervisor	FS
2		Civilian Position = NPS Civilian Flight Secretary	CIV
3	RSRAA	NPS Recruiter	NPS
4	RSP	Enlisted Position = Health Professions (HP) Recruiter	HP
5		Civilian Position = HP Civilian Flight Secretary	HPCIV
6		Officer Position = HP Flight Commander	FC
7	RSQ	Officer Training School (OTS) Recruiter	OTS
8	RSMB	Military Entrance Processing Station (MEPS) Recruiter	LNCO